



CITY OF MILWAUKIE
Office of the City Recorder

City Candidates Election Information

General Election 2014

To: Prospective Candidates for Milwaukie City Council

Thank you for your interest in running for the Milwaukie City Council. Without the involvement of citizens like you our local government would not be able to provide the responsive day-to-day services we all rely upon to live, work, and play. Transparent and accountable government depends on engaged and active participation – and we're glad you've taken this first step in serving our city.

On the November 4, 2014 General Election ballot in Milwaukie will be the candidates for the position of Mayor and Council positions 2 and 4; the positions are presently held by Mayor Jeremy Ferguson and Councilors Dave Hedges (position 2) and Mike Miller (position 4). All members of the City Council, including the Mayor, are elected to four-year terms; the term for candidates elected this November 4 will begin in January 2015 and expire at the end of 2018. The City Recorder, as the City Elections Officer, will accept nomination papers and petitions beginning July 25, 2014; nominations will not be accepted after **August 26, 2014**.

The following guide is an overview of the local election process; for additional background information refer to the City Charter and Municipal Code found online at www.qcode.us/codes/milwaukie/. Along with City regulations, candidates also need to be aware of State and County resources, requirements, and forms which are available online, by phone, and in person:

Oregon Elections Division

[Public Service Building, Suite 501](#)
[255 Capitol Street NE](#)
[Salem, OR 97310](#)
503-986-1518
elections.sos@state.or.us
sos.oregon.gov/elections/

Clackamas County Elections

[1710 Red Soils Court, Suite 100](#)
[Oregon City, OR 97045](#)
503-655-8510
elections@co.clackamas.or.us
www.co.clackamas.or.us/elections/

As your City Elections Officer, I am here as a resource, if you have any questions, please contact me by phone at 503-786-7502 or by email at ocr@milwaukieoregon.gov.

Sincerely,

A handwritten signature in black ink that reads "Pat DuVal".

Pat DuVal, City Recorder

Milwaukie City Hall
10722 SE Main Street
Milwaukie, Oregon 97222
www.MilwaukieOregon.gov

About City Council

- The City Council serves as representatives of the citizens of Milwaukie in considering and adopting policies in response to community needs, and providing oversight and direction to City staff;
- The City Council is composed of the Mayor and four Councilors;
- Councilor positions are numbered one (1) through four (4);
- Prospective candidates must declare the position number for which they are running;
- Prospective candidates may only run for one position per election;
- The Mayor and Councilors are elected at-large by all registered voters in the City;
- The Mayor and Councilors are elected to four (4) year terms unless filling an unexpired term;
- The Mayor and Councilors must take an Oath of Office before commencing their duties;
- No person shall serve more than two full consecutive terms as Mayor;
- No person shall serve more than two full consecutive terms as Councilor; and
- While in elected office, the Mayor and Councilors must file an annual "Statement of Economic Interest" with the Oregon Government Ethics Commission (www.oregon.gov/ogec/).

Candidate Qualifications

- Candidates must be a qualified elector of the State of Oregon; and
- Must have resided in the City during the six (6) months immediately preceding the election.

ELECTION CALENDAR 2014: Important Dates for Candidates

Live in City Limits	May 4	Last day to establish residency in city limits to be on the November ballot.
Complete Nomination Papers and Petition	July 25	At 8:00 a.m. nomination papers and petitions will begin to be accepted by the City Election Officer at City Hall (10722 SE Main St).
	August 26	At 5:00 p.m. nomination papers and petitions will no longer be accepted by the City Election Officer at City Hall (10722 SE Main St).
Withdraw	August 29	Last day to withdraw candidacy for City office.
File Voter Pamphlet Materials	September 8	Last day to file voter pamphlet materials with Clackamas County Elections Office (1710 Red Soils Ct, Oregon City).
Election Day	November 4	Ballots are mailed to registered voters 18 days before election day; a drop box will be located at the Ledding Library (10660 SE 21st Avenue) during regular business hours and until 8 p.m. on election day.
Sworn-In	January 6	The Oath of Office is administered to the newly elected Mayor and Councilors at the first City Council meeting of 2015.

Becoming a Candidate: How to File by Petition

The candidate filing forms referenced below are available on the Secretary of State's Elections Division website at sos.oregon.gov/elections/Pages/electionforms.aspx; or click on any [green underlined](#) text. Paper copies are available from the Office of the City Recorder at Milwaukie City Hall.

Step #1 Establish your Candidate Committee by filing these forms with the Oregon Elections Division:

1. [SEL220](#): Statement of Organization for Candidate Committee
2. [SEL223](#): Campaign Account Information

SEL 220 must be filed within three (3) business days of receiving a campaign contribution or making an expenditure, but not later than when filing [SEL 101](#) (see Step #2); refer to the [Oregon Campaign Finance Manual](#) as filing these forms may not be required under certain limited circumstances.

Step #2 File the following forms with the City Elections Officer:

1. [SEL101](#): Candidate Filing
2. [SEL121](#): Candidate Signature Sheet – Nonpartisan

Chapter IV, Section 17, of the City Charter states that “all nomination papers comprising a petition shall be assembled and filed with the [City Elections Officer] as one instrument not earlier than 100 nor later than 70 days before the election”. **For the 2014 General Election, the filing window is July 25 through August 26.**

The candidate must sign the first line on the signature sheet of the prospective petition; all signature sheets must be approved, in writing, before circulating (see Step #3), failure to do so will result in the rejection of unapproved signature sheets.

Prospective candidates must determine in advance which position they plan to run for.

Step #3 The City Elections Officer reviews the filed prospective candidate's petition for required information and provides written approval prior to the candidate circulating the petition.

Step #4 Circulate Signature Sheets: the candidate (or certified circulator) circulates the approved signature sheets ([SEL 121](#)) for signatures following the [Candidates Manual](#) guidelines.

The [City Charter](#) requires all candidates to acquire a minimum of 20 valid signatures; it is recommended that more than 20 signatures be gathered.

Candidates should allow ample time for the signature verification process to be completed before 5 p.m. on the filing deadline day; petitions with insufficient signatures will be returned to the candidate to acquire more signatures if the filing deadline has not passed. **For the 2014 General Election, the filing deadline is August 26.**

Step #5 Accept Nomination: candidates will be notified by the City Elections Officer of their nomination and must sign the Statement of Nominee's Willingness to Service form [SEL145](#) within five (5) days of receiving the notice. By signing form [SEL145](#) the nominated candidate agrees to serve if elected, and his or her name will be printed on the ballot.

Step #6 Follow Campaign Finance Reporting Requirements: review the candidate [“Quick Guide”](#) and [Campaign Finance Manual](#) for contribution and expenditure reporting requirements and filing deadlines. For assistance or to answer any questions, contact the [City Elections Officer](#), [Clackamas County Elections](#), or [Oregon Elections Division](#).

Withdrawal of Candidacy or Nomination

To withdraw their candidacy or nomination for elected office, a candidate must file a Withdrawal form [SEL150](#) with the City Elections Officer **no later than 5 p.m. on August 29** for the 2014 General Election.

The County Voters' Pamphlet

Each candidate is responsible for filing their own voters' pamphlet submission with the Clackamas County Elections office, which generally includes a current photograph, brief biography, and a statement on issues. Milwaukie City Council positions are considered paid positions and the County charges each candidate a fee which is considered an expense to be included on contribution and expenditure reports.

Political Signs and Printed Material

What kinds of signs are allowed?

Political signs are allowed without permits in all zones of the City if the signs meet these criteria:

"Temporary signs which are non-illuminated, have an overall face area not exceeding 16 square feet, are not permanently installed, and are intended to be located on property for short durations of time. Such signs may include, but are not limited to, real estate lease and sales, political signs, building permits, public hearing notices, construction signs, garage sale, open house, special event, holiday, and similar signs. Temporary signs shall be removed within a reasonable period of time." (MMC Section 14.12.010(B))

Where can political signs be displayed?

Signs must be placed on private property with the owner's permission. They must not be placed on public property or in the public right-of-way (i.e., streets, sidewalks, utility poles, parks, school grounds, etc.). Generally, the public right-of-way is all the property on the street-side of utility poles, sidewalks, and fence lines. All signs found posted in the public right-of-way or affixed to power, utility, or traffic control poles must be removed, or they will be confiscated.

Also, the Oregon Department of Transportation (ODOT) maintains stringent highway signage rules; If you are considering posting political signs along Hwy. 224 or 99E (McLoughlin Boulevard), contact ODOT first.

How long can the political signs be displayed?

The City of Milwaukie requests the signs be removed within ten (10) days after the election.

Identification on Political Material

Oregon does not enforce identification requirements; however, it is strongly recommended that identification be voluntarily included so the public knows who is authorizing the publication.

Public Records Notice

All election forms filed with and maintained by the City Elections Officer are considered public records.

Online Resources

Clackamas County Elections co.clackamas.us/elections/

Milwaukie City Council Elections www.milwaukieoregon.gov/citycouncil/council-election-information

Milwaukie Municipal Code (MMC) and City Charter www.qcode.us/codes/milwaukie/

Oregon Secretary of State's Election Division sos.oregon.gov/elections/